

SECRET

A. Current Holdings of Classified and Unclassified in []

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1. Summary tabulation:

a. Classified materials:

Total number of 4-drawer safes.....48

Total cubic feet of materials in safes.....347

Total number of 5-drawer card file safes.....6

Total cubic feet of materials in card file safes.....45
 (Note: 17 drawers only are actually used for
 storage of cards; the other 13 drawers are
 used for storage of documents.)

Total cubic feet of materials in vaulted area.....139

b. Unclassified materials:

Total number of bookshelves.....69

Total number of 5-drawer cabinets.....4

Cubic feet of materials in cabinets and bookshelves.....258

c. Breakdown of materials in vaulted area:

[]23 cubic feet

[]27 "

[]9 "

[]1 "

[]7 "

[] Reference Materials.....72 "

General reference materials.....20

Ready copies of studies.....26

Master file of studies.....6

Country Briefing Files.....20

2. Hence, total amount of classified materials in [] is 531 cubic feet, and total amount of unclassified materials is 258 feet.

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B. Past Accomplishment in Reduction of Holdings.

1. Vaulted area holdings have been reduced since July 1959, when a total of 319 cubic feet of material was held, to 139 cubic feet. This 56 % reduction was accomplished through review of all materials, destruction of obsolete documents and files, retirement to Records Center of materials of continuing infrequent reference value, and retention of materials of ready reference use.

2. In March 1960 [] holdings totaled 60.5 cubic feet of classified materials (not including holdings in the vaulted area). Current [] holdings, including the PCO holdings absorbed by [] in July 1960, total 40 cubic feet (a 35 % reduction). Three four-drawer safes made excess by this reduction have been taken over by other [] components.

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3. During the past year [] and [] have reduced their file holdings by about 15 %.

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C. Some Considerations Relative to the Reduction of Materials Prior to the Move to the New Building.

1. Of a total of 54 safes, [] will be able to take 34 safes to the New Building. Hence, we must dispose of the contents of 20 safes. None of the 6 card file safes are to be taken to the New Building; their contents are to go into the new vaulted area into card file cabinets. Of the remaining 14 safes to be disposed, it appears that these will have to be provided by the following: []

[] - 3 safes.

2. Following immediately below is a tabulation of the classified holdings of each branch and functional officer, the safes they can take to the New Building, the minimum cubic feet of material to be disposed, the number of safes to be declared excess, and suggested action to accomplish materials reduction.

CLASSIFIED HOLDINGS IN []

*denotes card file safe

COMPONENT	No. of Safes in Use	Amount of material	No. of safes to be moved	Minimum amount of materials to be reduced	No. of safes to be excess	Recommended Action
[] 2411, 2413-J	6 & 1*	40	3	16	3 & 1*	Materials to go to new vaulted area except for Chief's reference and published study files; contents of card file safe to be screened of obsolete materials, remainder to go to new vaulted area.
[] 2409-J	5	40	2	24	3	Records Control Schedule to be implemented; excess materials of infrequent reference use to go to Records Center; excess materials of ready reference use to go to new vaulted area.
[]	5	36	2	20	3	ditto
[]	4 & 1*	30	2	14	2 & 1*	ditto
[]	6	36	3	12	3	ditto
[]	1 & 2/5*	8	1		2/5*	ditto
[]	1 & 4/5*	8	1		4/5*	ditto
[]	1 & 4/5*	8	1		4/5*	ditto
[]	2 1/2	17	2	1		ditto
[]	2 1/2	18	2	2		ditto
[]	1 & 2*	2	1		2*	ditto
[]	3	24	2	8	(1)	ditto (Safe to be excess is to be moved to another office in New Building.)
[]	3	24	2	8	(1)	ditto (Excess safe to be moved to another office in New Building.)
[]	2	12	2			ditto
[]	1	6	1			(These files to be retained in a safe in [] office.)
[]	3	22	3			ditto
[]	1	8	1			

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3. We have a total of 69 bookshelves (13 bookcases) and 3 five-drawer cabinets containing 258 cubic feet of overt reference materials. Space in the New Building allows placement of bookcases in the following offices only: [redacted] - 1 bookcase; [redacted] 1 bookcase; [redacted] - 1 bookcase; [redacted] 1 bookcase; [redacted] - 1 bookcase; [redacted] 3 bookcases (a total of 8 bookcases). The excess overt materials - that is, after screening and removal of obsolete materials - will be held in designated areas for each component in the new vaulted area. Of course, some overt reference materials may be kept by officers on the "L" extension of their new desks. The following tabulation shows our holdings of overt reference materials:

OVERT REFERENCE MATERIALS

COMPONENT	No. of book-cases & cabinets	No. of book-shelves	Amount of material	Amount of excess material	No. of book-cases to be moved	Recommended action
[redacted]	1	20	70	22	3	Materials to be screened; all issues of Current Dig. of Sov. Press and World Press Sum. of Intl. Comm. Dev. to go to OOR Library; cabinet and contents to go to new vaulted area; 18 bookshelves to be moved.
[redacted]		3	12	12	0	Materials to be screened; selected items to go to new vault room.
[redacted]		8	24	24	0	ditto
[redacted]		4	18	18	0	ditto
[redacted]		5	15	15	0	ditto
[redacted]		1	3		0	Material to be screened; selected items to go into bookcase to be moved in [redacted] office; 6 bookshelves to be moved.
[redacted]	1 & 2	4	32	20	1	Materials to be screened; selected items to go into bookcase in new office; 2 cabinets and contents to go into new vault room; 6 bookshelves to be moved
[redacted]	2	9	27	12	1	Materials to be screened; selected items to go to bookcase in new office; any balance to go into new vaulted area; 6 bookshelves to be moved.
[redacted]	1	4	12		1	ditto; 6 bookshelves to be moved (to be shared with [redacted])
[redacted]		1	6	6	0	Materials to be screened; selected items to go to new vault room.
[redacted]	1	5	15		1	Materials to be screened; selected items to go to bookcase in new office; 6 bookshelves to be moved.
[redacted]	1	5	24		1	Materials to be screened; selected materials to go to bookcase and on table in new office; 6 bookshelves to be moved.
TOTALS	15 & 3	69	258	129	8	

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4. Program for reduction of current holdings involves implementation of Records Control Schedule, decision as to which materials go to Records Center for storage and future recovery as needed, which go to the vaulted area for ready reference use, and which may be retained in office safes in the New Building. It is recommended that a directive be drafted and transmitted under your signature to each area branch and functional officer on this matter setting forth the action to be taken between now and 1 November (a date agreed upon between [redacted] and myself). If you approve, I will prepare these memoranda for your signature. A sample memorandum for [redacted] follows:

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DRAFT MEMORANDUM

TO : Chief, CI/ [redacted]

FROM : Chief, CI/ [redacted]

SUBJECT: Disposal of Classified and Unclassified Materials in Preparation for Move to the New Building

1. In preparing for the move into the New Building, tentatively scheduled to occur toward the end of this year, your branch must complete the action set forth herein by 1 November 1961. Office space is limited and conditions will be crowded in the New Building; hence, the necessity for a reduction by 40 % of our safes and a similar reduction in paper holdings.

2. [redacted] are slated to share one office and will have one four-drawer safe therein. [redacted] will share one office and will have one four-drawer safe therein. Your secretary will be located in a large outer office adjoining your two offices. There will be no safe facilities in this outer office available to your branch.

3. By 1 November you must reduce your safes from a present total of 5, including the five-drawer card file safe, to a total of 2, which 2 are to be moved to the New Building for your use. Reduction will be accomplished as follows:

- a. Implementation of your Records Control Schedule.
- b. Selection of materials of continuing infrequent reference value, inventoring them by file folder, boxing them into Records Center boxes, and turning them over to Chief, [redacted] for proper retirement to Records Center and control.
- c. Selection of materials of continuing ready reference use, boxing them into Records Center boxes and labeling them as to contents, and turning them over to Chief, [redacted] for temporary storage in our present vaulted area, and for removal to the vault room in the New Building. You will have a area of open shelf filing space and one or more five-drawer filing cabinets designated and available for your use in the new vaulted area - for your future files' expansion, for current ready reference file and materials in excess of those you can accommodate in two safes, and for overnight storage.
- d. Your five-drawer card file safe will be declared excess and cannot be moved. Its card contents should be boxed into Records Center boxes, if deemed worthy of retention, identified as to contents, and turned over to Chief, [redacted] for temporary storage in our vault room. These will be made available to you in a file card cabinet in the new vaulted area.

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3. Cost of the metal shelving is:

166 Diebold Add-A-Shelf units, legal size, smooth gray finish, No. 8607 @ \$9.30 each.....	\$1543.80
30 Bases, 3" high, @ \$4.90 each.....	147.00
30 Caps, @ \$1.60 each.....	48.00
8 27 Removable posting shelves, @ \$3.15 each.....	<u>26.20</u> <u>85.05</u>
166 Compression follower blocks, @ \$.60 each.....	99.60
400 Insert Divider, legal size, @ \$.26 each.....	<u>104</u> <u>52.00</u>

TOTAL COST

1968.60
1973.45

(Note: The cabinets and open shelf filing will cover 156.5 square feet of floor area and will provide 728 cubic feet of filing space. 37 four-drawer safes will cover an equivalent floor area but will hold only 296 cubic feet of materials at a cost of about \$15,000.00. Management Staff says there is about a 90 % saving in money by using shelf filing for the same amount of materials filed in safes.)

4. I propose that we also acquire a very fine mail truck, made by Tab Products Company, to be used by our mail room clerk for the mail distribution folders. This will do away with the large table presently needed for this operation and for which there is no space in the New Building. The table covers 12 square feet of floor area, whereas the mail truck takes up 5 1/2 square feet. Also, manhour time can be saved in that the truck with its contents may simply be wheeled into the vaulted area for overnight storage, whereas presently we have the tedious task of removing each folder from the table, placing it into a safe, and then taking it out again each morning and replacing it on the table. It will also be possible for the mail room clerk to service the truck folder compartments from a seated position at her desk. Management Staff highly recommends this truck for mail distribution use. We require the following:

1 Model No. 5250 Sorting and Filing Truck.....	\$98.50
1 Model No. 5256 Work Shelf.....	15.50
25 Model No. 5282 Unit Boxes, @ \$1.75 each	18.75

Total Cost

\$132.75

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